

## Instructions for Three-Minute Presentations

Each GTA will give a brief 3-minute talk to an audience of fellow GTAs. Graduate Teaching Fellows will facilitate these sessions. Your fellow workshop attendees and assigned GTF will provide constructive feedback on your teaching performance. The presentations will be recorded so that you may view your own work and see it from other people's perspective. This format has proven to be highly effective in providing positive, supportive feedback to instructors of all experience levels. Below are some instructions to help you plan and organize your presentation.

*\*If you would like to retain a copy of your own presentation video, please do so by asking a fellow GTA to record your presentation on your own personal device. We do not keep them on file.*

**Topic:** The topic is up to you. You may speak about something in your field of academic study, your favorite hobby, sport, summer job, etc. The only thing we ask is that you make sure there is a focus to your topic and that you have more than one major point to share with the audience.

**Format/Organization:** When organizing your presentation, you may find it helpful to follow this simple adage: *Tell them what you're going to tell them. Tell them. Tell them what you told them.* First, we suggest that you begin the presentation with a **brief introduction** (15-30 seconds) in which you define the topic and the areas you wish to discuss. Second, present the **heart of the material** in a clear and coherent fashion (90-120 seconds). Third, when you have finished, spend a brief period (30 seconds) **reviewing** what you said and highlighting key points for the audience. This tried and true method should give you some structure on which to organize your presentation and will be useful in classroom or laboratory teaching situations, as well as in preparing for conference presentations in your discipline.

**Length:** There will be approximately 20-25 fellow new GTAs presenting in your group. In order to give everyone a chance to be recorded, your presentation **should not exceed 3 minutes**. This will give you enough time to cover your topic and will be good practice at going straight to the heart of an issue. As a rule of thumb, refrain from using more than one page of notes. If possible, please do not read directly from your notes.

**Visual Aids:** Most of the rooms will have a podium and dry erase board, although you are not required to use either of them. There is not enough time for a multimedia presentation (PowerPoint, video clips, internet, etc.). You are welcome to use props and other relevant materials.

**Feedback:** All GTAs in your assigned group will complete a feedback form for each presenter. This form asks the audience member to focus on the organization and clarity of the presentation, the use of helpful examples, the pacing of the presentation, the speaker's voice, and the apparent preparation of the speaker. The audience members may also provide additional helpful comments at the bottom of the form. Please keep in mind that we should strive toward fostering a positive and inclusive environment for all students. Feedback should be constructive and aimed at helping your fellow GTAs. You will receive your feedback forms at the end of the session.